

Lucy Robbins Welles Library
Meeting Room Application

Date room needed: _____

Date of application: _____

Please complete this application and return it to the Adult Information Desk, Lucy Robbins Welles Library, 95 Cedar Street, Newington, CT 06111. It must be signed and returned to the library before the room is used.

Meeting rooms are available free of charge during these hours: Monday-Thursday 9-9;
Friday 9-5, and Saturday 10-5.

Name of organization: _____

Purpose of organization: _____

Officer or contact person: _____

Mailing address: _____

Telephone number (home): _____ Telephone number (business): _____

Program or subject of meeting (describe briefly):

Anticipated attendance: _____ Room desired: _____

Hours room will be needed: From _____ To _____

Time meeting or program will begin: _____

Equipment needed (Please circle: slide projector, TV/DVD/VCR, flip chart)

Room set-up needed: Auditorium style (chairs only) or Seminar style (chairs and tables, 30 maximum)

Do you want a list of related library materials available at the meeting? (Please circle) Yes No

Will the meeting be open to the general public? (Please circle) Yes No

Will refreshments be served? (Please circle) Yes No If yes, what type? _____

Signature of authorized officer: _____

When signed by authorized officer, this application signifies agreement to abide by the regulations listed on the attached policy statement.

Approved by _____ for the Lucy Robbins Welles Library

Date: _____

Please see reverse for directions and parking information.

Lucy Robbins Welles Library

From I-84 Westbound west of Hartford: Take Exit 39-A for Rte. 9 to Newington. Take Exit 29 to Ella Grasso Blvd. At the end of the off-ramp turn left. Turn right on Fenn Road. Turn left on Rte. 175 (Cedar St.) Take a right from Cedar (Rt 175) onto Willard Avenue (Rt 173 S.) Take first left onto Garfield Street. Take a left onto Mill Street.

From I-84 Westbound east of Hartford: Follow signs for Rtes. 5 & 15 (Berlin Turnpike). Follow directions from Turnpike listed below.

From I-84 Eastbound: Take Exit 39-A for Rte. 9 to Middletown. Take 2nd exit to Ella Grasso Blvd. At the end of the off-ramp turn left. Turn Right on Fenn Road. Take a left onto Cedar Street (Rt 175). Take a right from Cedar (Rt 175) onto Willard Avenue (Rt. 173 S.). Take first left onto Garfield Street. Take a left onto Mill Street.

From Rte. 72 Eastbound: Take Exit for Rte. 9 North. Take Exit 29 for Rte. 175, Newington. Take right onto Cedar Street, Rte. 175. Take a right from Cedar (Rt 175) onto Willard Avenue (Rt. 173 S.) Take first left onto Garfield Street. Take a left onto Mill Street.

From Rte. 9 Northbound (near the shore): Take Exit 29 for Rte. 175 Newington. Take right onto Cedar Street, Rte. 175. Take a right from Cedar (Rt 175) onto Willard Avenue (Rt 173 S.) Take first left onto Garfield Street. Take a left onto Mill Street.

From I-91 Southbound: Take exit 28 for Rtes. 5 & 15 (Berlin Turnpike). Follow directions from Turnpike listed below.

From I-91 Northbound: Take exit 27 for Rtes. 5 and 15 (Berlin Turnpike). Follow directions from Turnpike listed below.

From the Berlin Turnpike (Rte. 15) either direction: Take exit for Rte. 175, go west to Newington. Take a left onto Main Street (Rt.176 S.) Take a right onto Garfield. Take a right onto Mill Street.

Parking lots can be accessed via Garfield Street or Mill Street.

